



# Assistant County Manager

## SUMMIT COUNTY, COLORADO





## THE COUNTY

Summit County is situated just west of the Continental Divide, among the high, rugged peaks of the Colorado Rockies. The county's spectacular alpine terrain, abundant public lands, and charming communities combine to create a world-class recreational destination. With elevations ranging from 7,947 feet above sea level at Green Mountain Reservoir to 14,270 feet at the summit of Gray's Peak, the stunning landscape and high altitude are breathtaking, literally!

Summit County is one hour's drive west of the Denver metropolitan area along Interstate 70, Colorado's main east-west transportation corridor. Vail is one mountain pass away to the west. Denver International Airport is 90 minutes away, and the Eagle County Regional Airport is one hour west.

Established in 1861 as one of the Colorado Territory's original 17 counties, Summit County today encompasses 619 square miles and has a permanent resident population of 30,299. The visitor and seasonal population totals run much higher, frequently 100,000 to 150,000 during peak times. Included within the county are six municipalities – Blue River, Breckenridge (the county seat), Dillon, Frisco, Montezuma, and Silverthorne – each with its own unique qualities and lifestyles. The region abounds with cultural and recreational amenities year round, including festivals, professional athletic competition, summer farmers' markets, and major special events such as the Breckenridge International Festival of Arts and Copper Music Festival.

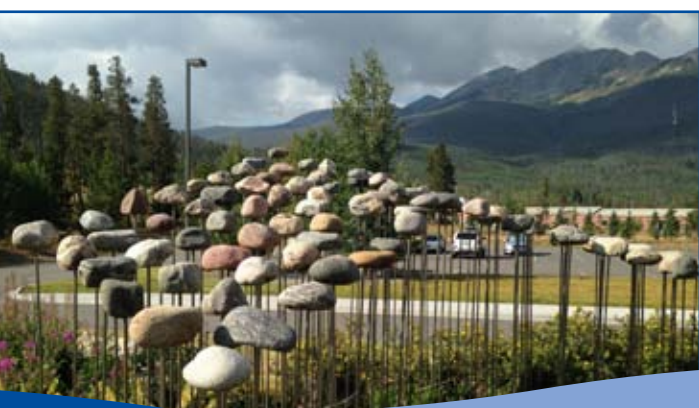
In the mid-1800s, gold and silver mining were the foundation of Summit County's economy. As those industries waned, snow became big business in Summit County with the opening of the Arapahoe Basin Ski Area in 1946. The subsequent openings of Breckenridge (1961), Keystone (1970), and Copper Mountain (1972) made "The Summit" one of the greatest ski destinations in the world. By and large, tourism remains the most important element of Summit County's vibrant economy.

The region's dry, high-alpine climate brings long, snowy winters that are perfect for alpine skiing, snowboarding, Nordic skiing, ice skating, snowmobiling, and even dog sledding. Summers may be short, but they are spectacular, pleasantly warm, and ideal for hiking, biking, fishing, backpacking, whitewater rafting, kayaking, and other forms of recreation. Approximately 80% of the land in Summit County is federally owned or managed – the ultimate open space. The so-called "off seasons" in spring and fall are harder to find than they used to be.

To learn more about Summit County, please visit <http://www.SummitCountyCO.gov>

### M I S S I O N

*To support a strong, safe, healthy and vibrant community by providing high-quality public services to the residents and visitors of Summit County, and to provide such services in a progressive, professional and efficient manner.*



## THE ORGANIZATION

Summit County operates under a commission-manager form of government. The Board of County Commissioners (BOCC) is the governing body of Summit County, also serving as the Board of Social Services and the Board of Health. Three county commissioners each serve four-year terms. The BOCC appoints the County Manager, County Attorney, and members of county boards and commissions. Other elected offices include the Assessor, Clerk & Recorder, Coroner, Sheriff, Surveyor, and Treasurer & Public Trustee.

The County Manager is the administrative head of the government and is responsible for the day-to-day administration of the County and the implementation of the policy directives of the BOCC. As a political subdivision of the State of Colorado, the County provides the following services: law enforcement, justice center and jail, ambulance service, 911 communications, emergency management, social services, elections, libraries, road and bridge, planning, engineering, building inspection, open space acquisition and management, housing, transit operations, wastewater treatment services, fleet and facilities maintenance, human services (youth, family, and seniors), public health, recreational pathway development and maintenance, property valuations, tax collections, and general administrative services. The County employs over 500 full-time and seasonal employees serving in more than 30 departments. The total FY 2018 budget is \$88.8 million, including a General Fund budget of \$29.9 million.

Issues facing Summit County include the cost of living and affordability (workforce housing, child care, and health insurance), and the corresponding impacts on workforce recruitment and retention. The growing number of second homeowners, visitors from Colorado's Front Range, and new residents bring growth-related challenges and impacts. Current building activity is reminiscent of rapid growth of the late 1990s and early 2000s. Revenue is just barely keeping pace with a growing demand for services. The recent growth also presents challenges for carrying capacity of roads and other infrastructure, as well as for recreational amenities and assets like open space, paved recreational pathways, trails and trailheads.

## THE POSITION

The Assistant County Manager (ACM) is a full time, at-will employee, reporting directly to the County Manager. One of two ACMs, this ACM oversees two divisions and one department: Community Development, Public Works, and Transit/Summit Stage. County owned and operated, the Summit Stage provides free public transit among towns and resorts throughout the county to about two million riders annually. The ACM is the administrative liaison to these departments, designing, coordinating and implementing operational reviews, financial analysis, and ensuring the County's goals and objectives are implemented effectively.

The new ACM will join a high-performing Senior Management Team, whose members use high standards, a strong work ethic, and a sense of

humor to hold each other accountable. She or he will serve as a liaison between the BOCC, staff, and the public, which requires tact, emotional intelligence (self-awareness, self-control, professional judgment), subtlety, and a high level of political astuteness.

The next ACM will also be the leader, teammate and advocate of Community Development, Public Works, and Transit. The ACM will not be a figurehead, but instead she or he will understand the day-to-day workings of each department and be accessible to them. The next ACM will communicate policy direction from the BOCC and the County Manager to each department.

A bachelor's degree in public administration, business, engineering or a relevant field is required. A master's degree in public administration or relevant field is preferred. Five to seven years of progressively responsible and complex experience in local government, at least three of which were in managerial positions, is required. Significant experience in community development, or public works, is preferred. Any combination of education and experience which produces the required knowledge, skills, and abilities, may be substituted for the foregoing. A valid state driver's license and satisfactory motor vehicle record are required.

## THE IDEAL CANDIDATE

The Ideal Candidate is an intelligent, dynamic leader, with significant experience working for elected officials and managing several diverse departments, staff, and areas of responsibility. The ideal candidate will embrace the challenges, and corresponding rewards, of living in this incomparably beautiful location, which include a high cost of living and long but sunny winters. Each applicant is directed to research the cost of living in Summit County prior to submitting an application.

The next Assistant County Manager will maintain strong relationships with all departments and department heads, breaking down silos and collaborating effectively. The successful candidate has a sense of humor, confidence and humility. She or he is a confident decision-maker, who is not afraid to take risks, or to make or admit mistakes. The ability to have difficult, courageous conversations and hold others accountable is essential, as is doing so respectfully, fairly, and tactfully.

The ideal candidate is nimble, a personable and approachable problem-solver, and a positive presence with a good attitude. She or he has outstanding outward- and inward-facing

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"All about fit"





communications skills, both written and oral, and the ability to represent the county effectively in a wide range of venues.

The successful candidate is thick-skinned and savvy, politically astute but apolitical, and capable of finesse and nuance. The next ACM is committed to the directors and employees in the divisions for which she or he is responsible, ensuring their support, and developing them to their highest potential.



care services); access to an employer sponsored primary care clinic; and an EAP. Summit County government does not participate in Social Security and uses the County Retirement Income Security Program (CRISP) as a mandatory and 100% employer-funded Social Security replacement. The County contributes 13.45% of base salary: 11.4% to a retirement account with self-directed investments, and 2.05% toward insurance coverage.

## COMPENSATION PACKAGE

The hiring range for this position is \$115,000 to \$160,000. Appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: comprehensive medical, dental, and vision plan (including health coverage for domestic or common law partner); life, AD&D, and short- and long-term disability insurances; Flexible Spending Accounts (medical and dependent-



Participation is also mandatory in two additional retirement vehicles through CCOERA: a 401(a) plan (3%, matched by the County with another 3%) and a 457(b) plan (.6% starting on date of hire). Optional 457(b) plans through CCOERA, including a Roth 457(b), are available. This position enjoys paid time off, sick leave, and paid holidays. Housing and relocation assistance subject to negotiation.



## SEARCH SCHEDULE

Filing Deadline ..... May 14, 2018  
Preliminary Interviews ..... May 21-25, 2018  
Recommendation of Candidates ..... May 30, 2018  
Finalist Interview Process ..... June 12-13, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Resumes are acknowledged within two business days. Please do not hesitate to contact Andrew (Drew) Gorgey directly at (970) 987-1238, if you have any questions regarding this position or the recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)